**Knowledge Assessment** Maintaining Documents and **Lesson 12**

Working with Templates

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. A subdocument contains the whole document.

T F 2. Templates are located in the Insert tab.

T F 3. When creating subdocuments these are saved with the master document.

T F 4. Templates are arranged by categories.

T F 5. Templates cannot be saved as a separate fi le.

T F 6. A master document can be reorganized.

T F 7. Moving a subdocument to another location in the master document still retains it as a subdocument.

T F 8. Short essays should be separated into sections.

T F 9. Identifying heading styles in a document should be your first step to complete especially if the document does not contain a style.

T F 10. Under the Available Templates section, Sample Templates are available.

Multiple Choice

Select the best response for the following statements.

1. Templates are organized by category and can also be located by keying a keyword

in the

a. Template search box

b. Search for a template online box

c. Open a blank template box

d. Create your own template box

2. How many times can you use a template?

a. Once

b. Ten

c. 100

d. As many as needed

3. By default, how many levels does the Outlining View contain?

a. Nine

b. Eight

c. Seven

d. Five

4. Clicking the Show Document button displays

a. Backstage view

b. More commands

c. Create

d. None of the above

5. Clicking the Expand Document button will

a. Open the subdocument

b. Close the subdocument

c. Will open only the selected content

d. a and c

6. To view the hyperlinks in the subdocuments, you must

a. Open the master document after creating and saving the subdocument in the

master document

b. Open the original document

c. Open the individual subdocuments separately

d. None of the above

7. Using which of the following commands will allow you to create a resume quickly?

a. Tables

b. SmartArt

c. Templates

d. None of the above

8. Additional information on templates can be found using

a. Help icon

b. F1

c. F9

d. a and b

9. Which template would you find in the Template category?

a. Letters

b. Memos

c. Resumes

d. All of the above

10. Where would you preview a template before downloading?

a. Office.com

b. Backstage view

c. Template screen

d. Not listed here